

OGC HAS REVIEWED.

TAB

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NOTE: This is copy of ditto stencil which was referred to Mr. Paul for concurrence. Per attached routing sheet, it is not to be published.
BB

OFFICE OF PERSONNEL MEMORANDUM NO. 20-410-

SUBJECT: Congressional Cases

RESCISSION: OPM 20-410-10 (100-53) dtd 11 Dec 53, same subject.

1. Communications received by any element of the Office of Personnel from Congressional sources will be referred to the office of the Director of Personnel for disposition. When such inquiries are addressed to Harrison G. Reynolds, they will be forwarded to his immediate office unopened. Otherwise, they will be opened and the appropriate file attached before forwarding. The office of the Director of Personnel will be responsible for appropriate notification to the Legislative Counsel.

2. The following instructions will apply to the handling of outgoing correspondence prepared by the office of the General Counsel for clearance by the Office of Personnel:

a. Rush cases will be received by hand delivery. The Director of Personnel, his Deputy, or the Executive Officer will indicate concurrence by initialing on the OP copy of the outgoing letter.

b. Other cases may be received by messenger or routine delivery. Upon concurrence by the D/Pers, DD/Pers, or ExO/P, notice will be telephoned to the office of the General Counsel, [REDACTED] ext. 734. In such cases, it is desired that clearance be telephoned without delay--on the same day the case is received, if possible.

c. If the basic correspondence is not forwarded with replies prepared by Legislative Counsel for clearance by the Office of Personnel, the action of this office will be based upon material which may be in OP files. In the absence of an OP file on the case, it will be assumed that Legislative Counsel has considered any apparent basic restriction against employment of the individual, such as alien status, etc.

3. The Legislative Counsel will contact the Personnel Procurement Division to arrange for employment interviews when such action is necessary or advisable. Applications or other papers received by the Agency will be acknowledged by the Records and Services Division or in such

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other manner as may be indicated by the Legislative Counsel or the Director of Personnel. At the time a file is prepared (or at any time an existing file becomes a Congressional Case), the folder will be stamped "Congressional Case". A special "Congressional" cover sheet will be placed on the right side of the folder ON TOP of all other papers in the file (with the exception of a notice of security disapproval). In accordance with the instructions on the cover sheet, Legislative Liaison will be notified immediately of the initiation of any action by the Office of Personnel affecting the status of the individual.

4. When the individual enters on duty, the "Congressional" cover sheet will be removed from the file and retained in the Records and Services Division for re-use. If the individual does not enter on duty, the cover sheet will remain in the file to continue its identification as a Congressional case in the event it is subsequently reopened.

5. Division and Staff Chiefs will ensure that all employees concerned are aware of these procedures and of the necessity for expeditious handling of Congressional cases.

Harrison G. Reynolds
Director of Personnel

CONCUR:

Norman S. Paul
Legislative Counsel

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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

TELEPHONE

NO.

EXECUTIVE OFFICER

DATE

- 2 DEC 1955

TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
1. Mr. Paul	335 Admin					<p>Harry & I believe this paper fairly well covers a workable system. If you agree, please sign the Ditto and we'll send you copies.</p> <p>To 3. Paul brought this back & we agreed that the paper is required for the present. We have made a verbal SOP which I will break up into a Memo for Record.</p> <p>C. V. HGR #5 History File OPM 100-53</p>
2.						
3. C.W.C.			30 Dec 55	(11)		
4.			12 Jan 62	1002		
5. Alan Hoff	246 Curie		13 Jan	RMB		
6. C V						
7.						
8.						
9.						
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15.						

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